समयबद्ध/महत्वपूर्ण

संख्या-3 /2022/जी0आई0-5/90-सं0शि0प0का0/2022-02(सं0शि0)/2015

प्रेषक,

जे0पी0 सिंह-II,
प्रमुख सचिव,
उ0प्र0 शासन

सेवा में,

1- समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव, उ0प्र0 शासन।
2- पुलिस महानिदेशक, उ0प्र0।
3- समस्त मण्डलायुक्त /जिलाधिकारी, उ0प्र0।

संसदीय शिष्टाचार/पत्राचार कार्यान्वयन अनुभाग लखनऊः दिनांक- 04 अगस्त, 2022

विषय- प्रशासन एवं मा0 संसद सदस्यों तथा राज्य विधान मण्डल के मा0 सदस्यों के प्रति अधिकारिक व्यवहार के संबंध में निर्गत भारत सरकार के दिशा-निर्देशों का कड़ाई से अनुपालन सुनिश्चित किये जाने के सम्बन्ध में।

महोदय,

कृपया उपर्युक्त विषयक अनु सचिव, गृह मंत्रालय (सी0एस0 डिवीजन) भारत सरकार के पत्र संख्या-15013/36/2022-सी0एस0आर0-III, दिनांक 07.07.2022 एवं उसके साथ संलग्न विभिन्न पत्रों (छायाप्रतियां संलग्न) का संदर्भ ग्रहण करने का कष्ट करें। अनु सचिव, गृह मंत्रालय (सी0एस0 डिवीजन) भारत सरकार द्वारा उक्त पत्र के साथ कार्मिक एवं पेंशन मंत्रालय, भारत सरकार के पत्र दिनांक 15.03.2021 की प्रति भी संलग्न कर उपलब्ध करायी गयी है, जिसमें प्रशासन एवं मा0 संसद सदस्यों तथा राज्य विधान मण्डल के मा0 सदस्यों के प्रति अधिकारिक व्यवहार के संबंध में दिशा-निर्देश दिया गया है।

2- अवगत कराया गया है कि राज्य सभा की विशेषाधिकार समिति में भारत सरकार के स्तर से निर्गत उक्त दिशा-निर्देशों का सम्यक रूप से पालन न किये जाने के कुछ उदाहरण प्राप्त हुए है। अतः राज्य सभा की विशेषाधिकार समिति द्वारा निर्देश दिया गया है कि राज्य सरकारों को निर्देशित किया जाए कि वह भारत सरकार के स्तर से पूर्व में निर्गत दिशा-निर्देशों का कड़ाई से अनुपालन सुनिश्चित करें, जिससे प्रशासन एवं मा0 संसद सदस्यों तथा राज्य विधान मण्डल के मा0 सदस्यों के बीच अधिकारिक व्यवहार के संबंध में कोई असुविधा न हो।

3- उल्लेखनीय है कि प्रकरण के संबंध में प्राप्त भारत सरकार के पत्र दिनांक 10.02.2020 में दिये गये दिशा-निर्देशों के क्रम में संसदीय शिष्टाचार/पत्राचार कार्यान्वयन अनुभाग के शासनादेश दिनांक 12.03.2020 द्वारा समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव, उ0प्र0 शासन, पुलिस महानिदेशक उ0प्र0 तथा समस्त मण्डलायुक्त एवं समस्त जिलाधिकारी उ0प्र0 को भारत सरकार के दिशा-निर्देशों के आलोक में नियमानुसार समयान्तर्गत त्वरित कार्यवाही सुनिश्चित कराने हेतु नियंत्रणाधीन सभी अधिकारियों एवं कर्मचारियों को निर्देशित किये जाने का अनुरोध किया जा चुका है।

कृ0पृ0-2/-

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नही है ।
2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.gov.in से सत्यापित की जा सकती है ।

4- अतः इस संबंध में मुझे यह कहने का निदेश हुआ है कि कृपया अनु सचिव, गृह मंत्रालय (सी0एस0 डिवीजन) भारत सरकार के पत्र संख्या-15013/36/2022-सी0एस0आर0-III, दिनांक 07.07.2022 में दिये गये निर्देश के अनुक्रम में प्रशासन एवं मा0 संसद सदस्यों तथा राज्य विधान मण्डल के मा0 सदस्यों के प्रति अधिकारिक व्यवहार के संबंध में निर्गत भारत सरकार के विभिन्न दिशा-निर्देशों का कड़ाई से अनुपालन सुनिश्चित करें, जिससे प्रशासन एवं मा0 संसद सदस्यों तथा राज्य विधान मण्डल के मा0 सदस्यों के बीच अधिकारिक व्यवहार के संबंध में कोई असुविधा न हो।

कृपया इस आदेश का कड़ाई से अनुपालन सुनिश्चित किया जाए।

संलग्नक-यथोक्त।

भवदीय,

जे0पी0 सिंह-II,
प्रमुख सचिव ।

संख्या-3 /2022/जी0आई0-5(1)/90-सं0शि0प0का0/2022 तद्दिनांक

उपर्युक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः-

1- अनु सचिव, गृह मंत्रालय (सी0एस0 डिवीजन) भारत सरकार के पत्र संख्या-15013/36/2022-सी0एस0आर0-III, दिनांक 07.07.2022 के क्रम में।
2- स्टाफ आफिसर, मुख्य सचिव, उ0प्र0 शासन।
3- निजी सचिव, मा0 संसदीय कार्य मंत्री, उ0प्र0 को मा0 मंत्री जी के सूचनार्थ।
4- गार्ड फाइल।

आज्ञा से,

पूनम त्रिवेदी
विशेष सचिव एवं
अपर विधि परामर्शी ।

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नही है ।
2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.gov.in से सत्यापित की जा सकती है ।

http://shasanadesh.up.gov.in

संख्या-ए0आई-05/95-संसदीय0का0/2022

No. 10724 /MS/GI/2022

No.15013/36/2022-CSR.III
Government of India
Ministry of Home Affairs.
(CS Division)
****

Major Dhyan Chand, National Stadium,
2nd Floor, India Gate, New Delhi,
Dated, the July 7 , 2022

To,

Chief Secretaries of all States/UTs.

Sub : Official dealings between the Administration and Member of Parliament and State Legislatures – Observance of proper procedure.

2 (सं.शि.)/2015
क्रमांक- 35

Sir/Madam,

I am directed to enclose herewith a copy of the DOPT's OM No. 11013/4/2018-Estt.A-III dated 15.03.2021 containing guidelines regarding official dealings between the administration and Member of Parliament and State Legislatures.

प्र. स. संसदीय कार्य

2. There are certain instances of occasional non-adherence of these guidelines brought to the notice of Committee of Privileges, Rajya Sabha.

3. The Committee of Privileges, Rajya Sabha has directed that the State Governments/UTs should ensure strict compliance of these guidelines issued by Government of India regarding official dealings between the Administration and Member of Parliament and State Legislatures, so that MPs/MLAs do not face any inconvenience in their official dealing with the Central and State Government officers.

18.7.22
(डा० अनिल कुमार)
स्टाफ आफिसर, मुख्य सचिव
उत्तर प्रदेश शासन।

2667/PE/PA/2022

Encl: As Above

Yours faithfully,

(Mrutyunjay Tripathy)
Under Secretary to the Govt. of India
Tele: 23070402

19.7.2022
(जे० पी० सिंह-II)
प्रमुख सचिव
संसदीय कार्य विभाग
उत्तर प्रदेश शासन

Copy to:

1. Shri P. C. Mody, Secretary General, Rajya Sabha, 29, Parliament House, New Delhi w.r.t. D.O. letter No. RS.35/10/2022-L dated 21.04.2022, for information.

2. Shri Umesh Kumar Bhatia, Deputy Secretary, DOPT, Establishment Division, North Block, New Delhi, w.r.t. OM No. 11013/4/2018-Estt.A-III dated 15.04.2021.

सं-शि.
50

20.7.2022
(ज्ञान प्रकाश III)
विशेष सचिव एवं अपर विधि परामर्शी
संसदीय कार्य विभाग,
उत्तर प्रदेश शासन।

22/7/22

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated: 15th March, 2021

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 01.12.2011 (copy enclosed). A copy each of former Secretary (P)'s D.O. letter No. 11013/4/2011-Estt.(A) dated 09.10.2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 07.02.2018, 11.10.2018 and 10.02.2020 reiterating the said instructions are also enclosed for ready reference.

3. In fact, recognizing the crucial role of Civil Services in serving the citizens, one of the aims of the recently launched National Programme for Civil Service Capacity Building (NPCSCB) is to create a workforce of public officials that is competent, efficient and trained to face the challenges of ever changing citizen-Government-society interface and all the officials should keep in view the broad underlying principles of this Programme to ensure and provide a citizen-centric governance within their allocated areas of responsibilities.

4. In view of the above, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

5. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

6. Hindi version will follow.

13/2/2007

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. Office of the Hon'ble Speaker, Lok Sabha.
7. Office of the Comptroller and Auditor General of India, New Delhi.
8. Central Vigilance Commission, New Delhi.
9. Union Public Service Commission, New Delhi.
10. Staff Selection Commission, New Delhi.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
15. CVOs of all Ministries/Departments.
16. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
17. ADG (M&C), Press Information Bureau, DoP&T
18. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (Conduct)Rules & What's New]
19. Hindi Section, DoP&T for translation in Hindi.

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India

No. 11013/4/2011-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
01st December, 2011

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/ State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament –

(1) Communications received from a Member of Parliament should be attended to promptly.
(2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

(3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.

(4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.

(5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.

(6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received -

(1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

(2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.

(3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.'

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows :-

(i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;

(ii) while the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

(v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

(vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

matter of detail, however minor it may be. It should especially be ensured that:-

(a) Intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;

(xi) References from the Committees of Parliament must be attended to promptly;

(xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;-

(xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and

(xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.

(C.A. Subramanian)
Joint Secretary to the Government of India

To

All the Ministries/Departments of Government of India

Copy to:-

1. Presidents Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/SSC/LBSNAA/ISTM/CVO/CIC.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Officers/Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOPT-please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.

(C.A. Subramanian)
Joint Secretary to the Government of India

P.K. Misra
सचिव
Secretary
Tele : 23094848
" 23092056
Fax 23094500

D.O.No.11013/4/2011-Estt.A

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लाक, नई दिल्ली – 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI - 110001
Website : http://persmin.gov.in

9th October, 2012

Dear Chief Secretary,

You would be aware that guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions. However, keeping in view certain instances of occasional non-observance of the above guidelines, the Committee of Privileges of the Lok Sabha recommended consolidation and reiteration of the existing instructions so that all concerned are aware of the same. Accordingly, revised comprehensive guidelines have been issued by this Department vide Office Memorandum No.11013/4/2011-Estt.A dated 1st December, 2011. Copy of this O.M. was also forwarded to the Chief Secretaries of all the States/UTs vide D.O. letter dated 8.12.2011 from my predecessor with the request that these instructions may be circulated to all officials of the State Government for compliance.

2. A copy of the above instructions dated 1st December, 2011 is again enclosed. It is once again requested that these instructions may be circulated to all officials of the State Government for compliance.

3. Some Members of Parliament have brought to the notice of this Department directly or through Lok Sabha / Rajya Sabha Secretariat that District level officials have not been showing them due regard and courtesy. This has also been raised in the recent meeting of the Committee on violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha constituted by the Hon'ble Speaker. It is, therefore, advised that implementation of the above mentioned instructions are to be periodically reiterated and reviewed in the Conference of District Magistrates / Collectors and Superintendent of Police of your States / UTs

4. You may please issue necessary directions to the district level officers and send a copy to this Department for its onward transmission to the Lok Sabha Secretariat, as desired by them.

With regards,

Yours sincerely,

(P.K. Misra)

(By Name)
Chief Secretaries of all States / UTs
(As per list)

सूचना
का अधिकार

Copy alongwith enclosures to:

1. Sh. Sanjay Kothari, Secretary, D/o Administrative Reforms and Public Grievances, Sardar Patel Bhawan, New Delhi with the request to make it as one of the Agenda Items for discussing in the Annual Chief Secretaries Conference..
2. Sh. V.R. Ramesh, Joint Secretary, Lok Sabha Secretariat (Privileges & Ethics Branch, Parliament House, New Delhi w.r.t. their O.M. No. 12/1/2012-CoPV dated 13.9.2012.
3. Sh. Alok Rawat, Secretary (Coordination), Cabinet Secretariat, New Delhi

(Manika Kundra)
Joint Secretary (Estt.)

09 OCT 2012

12

13

F.No. 11013/2/2012-Estt.A
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated November 19th, 2014

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the state Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 reiterating the said instructions is also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014 has recommended that this Department may sensitise all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between the Administration and the Members of Parliament.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be again circulated to all concerned Executive Functionaries.

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter in spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

(J.A. Vaidyanathan)
Director (Establishment)

To
1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 7th February, 2018

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 and O.M. No. 11013/2/2012-Estt.A dated 19.11.20104 reiterating the said instructions are also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Second Report tabled in the Lok Sabha on 4.01.2018 has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018 has recommended **discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.**

Contd.....

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

(Nitin Gupta)
Under Secretary to the Government of India
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Trg.
भारत सरकार
नई दिल्ली
12 FEB 2018
जारी किया/ISSUED
हस्ताक्षर/Sig.

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division
****

North Block, New Delhi
Dated 11 October, 2018

OFFICE MEMORANDUM

Subject: **Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.**

The undersigned is directed to refer to this Department's Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 subsequently reiterated vide D.O. letter dated the October 9, 2012 from Secretary (Personnel), O.M. No. 11013/2/2012-Estt.A dated 19.11.2014 and O.M. of even No. dated 7.02.2018 (copies enclosed) on the subject mentioned above and to reiterate these instructions for strict compliance on the recommendations of the *Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017* and *Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Fourth and Fifth Report tabled in the Lok Sabha on 01.08.2018.*

2. All Ministries/ Departments are requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

3. Chief Secretaries of all States/ UTs are requested circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow

Gupta 11/10/18

(Nitin Gupta)
Under Secretary to the Government of India
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

Copy to:

Secretary, Ministry of Home Affairs, North Block, New Delhi - with the request to take appropriate action with regard to recommendation at para 44 of Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017 (copy enclosed).

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 10th February, 2020

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 7.02.2018 and 11.10.2018 reiterating the said instructions are also enclosed for ready reference.

3. Instances have come to the notice of this Department on violation of Protocol Norms laid in the guidelines. Therefore, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

Contd..

3. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow

10/2/20

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel: 011-23094471

Encl: As above.

To
1. The Secretaries of All Ministries/Departments (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to:

1. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
2. PSO to Secretary (P)/Sr. PPS to Establishment Officer/Sr. PPS to AS (SRK), PPS to AS (LR)/PPS to AS (SC)
3. All Divisional Heads of DOPT
4. All Under Secretaries/Section Officers of DOPT
5. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct) Rules & What's New]
6. Hindi Section, DoP&T